

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 324-8779



January 25, 1985

ALL-COUNTY INFORMATION NOTICE 1-07-85

TO: ALL-COUNTY WELFARE DIRECTORS  
ALL-COUNTY FISCAL OFFICERS  
ALL-COUNTY SOCIAL SERVICES MANAGERS

SUBJECT: IHSS PROVIDER CONTRACTS

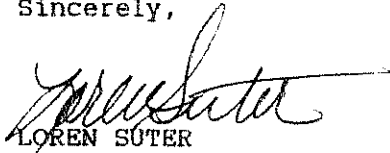
This letter is to inform counties of a potential situation which may occur during the procurement of In-Home Supportive Services (IHSS) provider contracts.

During recent provider contract procurements some counties were forced to reject all initially submitted bids and rebid their IHSS provider contracts. The bids were rejected because potential contractors were confused by conflicting information which they received from employee representative organizations. One employee organization sent letters to prospective bidders which specified a wage and benefit formula for the bidders to use when developing their wage and benefit estimates. The letter specified that "Failure of a bidder to consider the information provided will be viewed by homemakers as action unresponsive to the requirements of the bid and hostile to their interest, as well as unnecessarily jeopardizing program service continuity and the program goals of high quality service delivery."

Although we recognize that employee representatives play an important role in representing labor's interests, it has become apparent that some activities in this regard may improperly interfere with the competitive bid process. Any attempted interference by any organization in the procurement of competitive bids should be recognized and action should be taken to prevent any impediments in the competitive bid process. In respect to the specific letter addressed above, counties should ensure that the responsiveness of all prospective bids are judged by the criteria specified in the Invitation for Bid (IFB) and that the IFB contains sufficient information to avoid confusion. Although most bidders are already aware, counties may wish to notify potential contractors that the responsiveness of bids will be judged by county staff and only on the basis as required by the IFB. Also, a list of bidders should not be made public until the time for the submittal of bids has elapsed.

Thank you for your continued cooperation. If you have any questions regarding this letter or if you require assistance in resolving IHSS Program contracting issues, please contact Jerry Rose at (916) 324-8778 or ATSS 8-454-8778.

Sincerely,

A handwritten signature in cursive script, appearing to read "Loren Suter", written in dark ink.

LOREN SUTER  
Deputy Director  
Adult and Family Services Division

cc: CWDA